



## **JOB SPECIFICATION**

Code 15120

### **ARTS PROGRAMS AND EDUCATION SPECIALIST**

#### ***General Purpose***

Under general supervision, develop and manage educational and public arts programs.

#### ***Typical Duties:***

Develop and manage Arts in Education Program, including the development of Arts in Education Consortium. Involves: Perform program development and coordination. Research best practices procedures. Collaborate with local school district officials, arts educators, curriculum specialists, artists, business community members, representatives of community based organizations, officials of local community college district and state university and other stakeholders.

Co-curates with Director of Museums and Cultural Affairs and coordinates department's performing arts and visual arts public programs. Involves: Select artwork and contract artists. Arrange transportation for artists. Conduct production and exhibition logistics. Collaborate with marketing staff to prepare event and program promotion.

Perform administrative duties. Involves: Perform grantwriting. Ensure that expenditures comply with grant or endowment provisions. Monitor program operations, prepare periodic reports and evaluate services. Recommend changes as appropriate. Conduct market research to determine needs and evaluate effectiveness of projects. Prepare and deliver presentations to a variety of audiences. Prepare, monitor, submit and justify section budget. Prepare and maintain records and reports. Attend meetings, conferences and events to represent the department.

May supervise assigned and volunteer personnel. Involves: Schedule, assign, guide and check work. Appraise employee performance. Engage in or arrange for employee training and development. Enforce personnel rules and regulations, department policies, and work standards regarding attendance and conduct. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

#### ***Knowledge, Skills, and Abilities***

- Application of considerable knowledge of arts in education and arts education field.
- Application of considerable knowledge of planning, coordinating and contracting for performing and visual arts programs and exhibitions.
- Application of considerable knowledge of planning, designing and preparing educational and promotional exhibits, events and activities.
- Application of considerable knowledge of program budget development and control techniques.
- Application of good knowledge of marketing, public relations and customer service practices and procedures.
- Application of good knowledge of the utilization of computer hardware, software, peripherals and general office equipment.
- Application of good knowledge of supervisory practices and methods.
- Collaborate with multiple stakeholders, and promote public/private partnerships.
- Facilitate public meetings.
- Establish and maintain of effective working relationships with coworkers, officials, contractors, granting agencies, foundations and the general public.
- Clear, concise oral and written communication to research, analyze, prepare and submit grant proposals, journal articles, publicity articles, budget proposals, respond to media inquiries, prepare marketing and advertisement and other management level reports, make presentations.



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#### ***Other Job Characteristics***

- Occasional driving through City traffic

#### ***Minimum Qualifications***

Education and Experience. Equivalent to an accredited Bachelor's Degree in arts administration, performing or visual arts, business or public administration or a related field, plus three (3) years of responsible professional experience in a municipal arts agency, nonprofit arts and cultural organization or educational institution.

Licenses and Certificates: Valid Texas Class "C" Driver's License or equivalent from another state.